



Department of Rehabilitation  
EXAMINATION ANNOUNCEMENT



**Staff Services Analyst (General)  
Transfer Examination**

Continuous Filing

**EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

**WHO CAN APPLY**

Competition is limited to Department of Rehabilitation employees who meet the requirements to laterally transfer to the Staff Services Analyst (SSA) (General) classification. State Personnel Board Rules 425, 430-433, 435, and 444 contain general provisions for lateral transfer.

**CONTINUOUS FILING**

Transfer Examination Request Forms are accepted on a continuous basis.

**TESTING DATE/PERIOD**

Test dates are determined by the Department and can be set at any time as needs warrant. Applicants will be notified when test dates are set.

Unsuccessful candidates must wait a minimum of six months to retest.

**SALARY**

Range A: \$3,186-\$3,992  
Range B: \$3,450-\$4,318  
Range C: \$4,136-\$5,179

## EXAMINATION INFORMATION

The examination consists of a pass/fail, multiple choice written test. A passing score is maintained indefinitely.

## WRITTEN TEST SCOPE

The examination will measure the following:

1. **Quantitative Analysis** – Skill in the areas of algebra, geometry, and statistical problem solving.
2. **Data Analysis and Interpretation** – Skill in reading, interpreting, and applying written information.
3. **Workload Management/Project Management Scenarios** – Ability to effectively handle a variety of situations related to the planning and organizing projects and work assignments which you will encounter as an SSA.

A study guide is available for your reference and can be found at:

<G:\Public Folder\Personnel Information\SSA Transfer Exam\SSA Transfer Exam Study Guide>

## FILING INSTRUCTIONS

To apply for this examination, submit your [Transfer Examination Request Form](#) by mail or in person to:

Department of Rehabilitation  
Attn: Selections and Special Projects Unit  
721 Capitol Mall  
Sacramento, CA 95814

Do not submit request forms to the California Department of Human Resources (CalHR).

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, check the appropriate box on your request form. You will be contacted to make specific arrangements.

## CONTACT INFORMATION

Any questions regarding this examination may be directed to the Selections and Special Projects Unit at (916) 558-5545.